

FIRE TRAINING SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Fire Training Specialist classification exists is to provide training and organization development services to increase individual and team effectiveness within the Fire Department. The Fire Training Specialist is responsible for developing, administering, and evaluating curriculum, lesson plans, and training aids in support of a comprehensive training program for the Fire Department. The position requires coordination with continuing education programs, and serves as liaison for training purposes to other fire department training institutions, City departments, and state, federal and local agencies. This classification is not supervisory and work is performed under the general supervision of the Deputy Fire Chief, Training and Development.

ESSENTIAL FUNCTIONS

Evaluates department needs, conducts learning needs assessments to identify training opportunities, researches and recommends systems, processes and techniques to enhance performance.

Responsible for assessment, design, development, delivery and evaluation of training and learning programs for fire department supervisors and managers. Assists in the development and implementation of a supervisory certification program.

Develops classroom materials and instructs workshops; evaluates the impact of training programs and reports organizational training effectiveness and outcomes.

Participate with individual coaching, mentoring and counseling; provide resources to manage conflict resolution.

Designs and implements performance- based training and Train the Trainer programs.

Assists in the design and implementation of supervisory promotional assessment centers.

Develop partnerships with department personnel and outside agencies; serves as liaison for training purposes with continuing education schools, other fire department training institutions, and state, federal and local agencies

Facilitates classroom training, as well as, alternative delivery methods for citywide learning programs.

Performs other duties of a similar nature when assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills & Abilities

Knowledge and experience in:
Adult learning principles
Organization development theories and principles
Classroom facilitation/platform skills

Instructional design
Budget management
Research methodology and techniques
Project management
Personal computers and related software

Ability to:

Perform analysis and present appropriate recommendations
Develop and make presentations
Build business partnerships with internal and external customers
Communicate effectively, both orally and in writing
Design and develop relevant adult learning experiences
Manage comprehensive projects
Use a personal computer and related software
Operate a variety of standard office and audio/visual equipment, including a personal computer, and other office equipment that requires continuous and repetitive eye and/or hand movement.

Education & Experience

Requires a Bachelor's Degree in Education, Organizational Development, Human Resources or a related field and a minimum of five years experience in training or organizational development. Certification in Myers Briggs Type Indicator (MBTI), Development Dimension International (DDI) or Personnel Decisions International (PDI) are desirable. Requires strong organizational skills and the ability to define strategies in learning and organizational development. Project management skills and effective communication skills, both verbal and written are essential. A minimum of three years experience with instructional design and content development is required. Teaching classes at the community college level is highly desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified